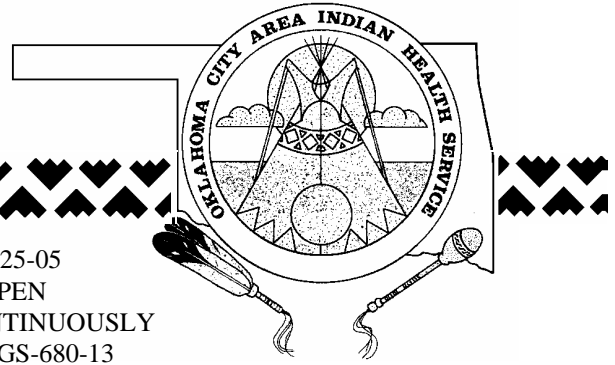


U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OKLAHOMA CITY AREA INDIAN HEALTH SERVICE  
DIVISION OF HUMAN RESOURCES



**RECRUITMENT ANNOUNCEMENT:** OC 05-04\*

\*This cancels Announcement OC 04-04

**OPENING DATE:** 04-25-05

**CLOSING DATE:** OPEN

CONTINUOUSLY

**POSITION:** Dental Officer, GS-680-11/12 and Dental Officer (Specialized Fields), GS-680-13

**STARTING SALARY:** May be adjusted on Present/Former Federal Employees

GS-11: \$69,367 per annum; GS-12: \$77,712 per annum; GS-13: \$88,117 per annum

**SPECIAL PAY:** Title 38 Dental Special Pay may be available under specific conditions at certain locales and for certain positions. Contact Dr. Bob Smith, Deputy Chief, Dental Officer, at 405-951-3735 for information.

**PROMOTION POTENTIAL:** None beyond GS-13

**RELOCATION EXPENSES:** May Be Authorized In Accordance  
With Federal Regulations

**SUPERVISORY/MANAGERIAL:** No

**AREA OF CONSIDERATION:** DHHS Wide

**DUTY LOCATION:** Positions will be filled at the following locations as vacancies occur:

**HOSPITALS:** Claremore, Clinton, Lawton, and Tahlequah in Oklahoma

**HEALTH CENTERS:** (Outpatient Facilities): Anadarko, Carnegie, El Reno, Pawhuska, Pawnee, Watonga, and Wewoka in Oklahoma; also Holton and Lawrence, Kansas.

**OTHER LOCATIONS:** Possible other locations throughout Oklahoma and Kansas.

**INDIAN PREFERENCE:** In the filling of this position by appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law to give absolute preference in selection to qualified Indian preference candidates. Eligibility will be determined from current Indian Health Service Policy.

**EQUAL EMPLOYMENT:** Except for Indian Preference, consideration will be made without regard to any non-merit factor such as race, color, religion, sex, sexual orientation, national origin, politics, disabilities, marital status, age, or membership or non-membership in any employee organization.

**REASONABLE ACCOMMODATIONS:** Reasonable accommodations will be made for qualified applicants or employees with disabilities, except when so doing would impose an undue hardship on the Indian Health Service.

**SELECTIVE SERVICE CERTIFICATION:** If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

**MULTIPLE GRADE ANNOUNCEMENT:** Announcement at the multiple grade interval is intended as a mechanism of providing consideration for the greatest number of potential candidates. This position may be filled at any level, dependent upon the applicant's demonstrated ability, experience, and other qualifying criteria. If the position is filled at less than the upper level, there is NO commitment for future promotions, based solely on selection resulting from this announcement. Conversely, if the employee demonstrates the ability to perform at a higher level, is recommended by the supervisor, and otherwise meets the qualifications, he/she may be promoted without further competition under the Area Merit Promotion Program, however for temporary positions, conversion without competition may not be possible unless the selectee was within reach at the higher grade on the initial certificate of eligibles. Also, no further competition is required if it becomes necessary through the reclassification process to upgrade the position.

**DESCRIPTION OF ASSIGNMENT:** This announcement will be used to fill vacancies as they occur for Staff Dentists, Chief Dental Officer (Non-Supervisory) and Dentists in specialty areas of oral surgery, prosthodontics, pedodontics, periodontics, endodontics, orthodontics, dental public health and oral pathology at Service Unit locations throughout Oklahoma and Kansas and Staff Dental Officers in the Oklahoma City Area Office. Duties may vary according to the type of position to be filled. Applicants may obtain more information about duties of specific vacancies as they occur. Applicants must indicate the specialty area for which they are applying.

**WHO MAY APPLY:**

**MERIT PROMOTION PLAN (MPP) CANDIDATES** - Applications will be accepted from status eligibles (e.g. reinstatement eligibles and current permanent employees in the competitive Federal service), from current IHS employees who are eligible for Indian Preference, and from individuals who are eligible for excepted appointment in IHS under some other authority (e.g. handicapped authority, etc.). Only MPP candidates eligible for Indian Preference, who so desire, may also apply under ESEP provisions by indicating on their application, "Consideration under both MPP and ESEP".

This Position is in a Smoke-Free Environment

**ADDITIONAL SELECTIONS OF CANDIDATES MAY BE POSSIBLE WITHIN 90 DAYS FROM DATE THE CERTIFICATE OF ELIGIBLES IS ISSUED FROM THE VACANCY ANNOUNCEMENT, FOR FILLING ADDITIONAL SIMILAR VACANCIES.**

**EXCEPTED SERVICE EXAMINING PLAN (ESEP) CANDIDATES** - Applications will be accepted from individuals entitled to Indian Preference who wish consideration for excepted appointment in IHS, under the authority of 5 C.F.R., Part 213, Schedule A 213.3116(B)(8).

**VETERANS PREFERENCE** - Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more continuous active service may apply.

**PHS COMMISSIONED CORPS CANDIDATES** - See instructions at the end of this announcement.

**INFORMATION ON CAREER TRANSITION ASSISTANCE PLANS:**

**INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY UNDER THE DHHS CAREER TRANSITION ASSISTANCE PLAN (CTAP):**

If you are currently a DHHS/IHS employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation (CES), or notice of proposed separation for declining a directed reassignment or transfer of function outside of the local commuting area, you may be entitled to Special Selection Priority under CTAP. To receive this Special Selection Priority you must:

1. Be a current DHHS/IHS career or career-conditional (tenure group I or II) employee in the competitive or excepted service who has received a RIF separation notice or a Certificate of Expected Separation (CES), or notice of proposed separation for declining a directed reassignment or transfer of function outside of the local community area, and the date of the RIF separation or date of the separation for declining a directed reassignment or transfer of function has not passed and you are still on the rolls of DHHS/IHS. **YOU MUST SUBMIT A COPY OF THE RIF SEPARATION NOTICE, CES, OR NOTICE OF PROPOSED SEPARATION FOR DECLINING A DIRECTED REASSIGNMENT OR TRANSFER OF FUNCTION OUTSIDE THE LOCAL COMMUTING AREA, ALONG WITH YOUR APPLICATION.**
2. Be applying for an IHS/DHHS position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting Special Selection Priority. For IHS employees occupying positions at grade GS-9 and above (or wage grade equivalent), Special Selection Priority is extended nation-wide when applying for IHS positions at grade 9 and above.
5. File your application by the vacancy announcement closing date, or within seven workdays after receiving notification of vacancy, whichever is longer, and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the qualifications for the position, any documented selective factor, physical requirements and be rated \*"well qualified".

**INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY UNDER OPM'S INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP):** Displaced employee means a current or former career or career-conditional competitive service employee, in tenure group I or II, who has received a specific RIF separation notice or meets one of the following conditions cited under 1.A.

If you are a displaced Federal employee you may be entitled to receive Special Selection Priority under the ICTAP. Eligibility expires one year after separation. To receive this Special Selection Priority, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your Special Selection Priority status with your application package. The following categories of candidates are considered displaced employees.
  - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
    1. Received a specific RIF separation notice; or
    2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
    3. Retired with a disability and whose disability annuity has been or is being terminated; or
    4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
    5. Retired under the discontinued service retirement option; or
    6. Were separated, or to be separated, because they declined a transfer of function or directed reassignment to another commuting area.
  - OR**
  - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application

- package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting Special Selection Priority.
  5. File your application by the vacancy announcement closing date and meet all application criteria (e.g., submit all required documentation, etc.).
  6. Be rated “well qualified” for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and able to satisfactorily perform the duties of the position upon entry.

\*Well-qualified employees are eligible employees who satisfy all education, experience, and knowledge, skills, and abilities (KSA) factor(s) for this vacant position. Well qualified employees are those who meet the above average range of a four-level crediting plan for all KSA factor(s).

### **CONDITIONS OF EMPLOYMENT:**

1. Positions may be Permanent or Temporary with Tour of Duty either Full-Time, Part-Time, Term, or Intermittent. Temporary positions are subject to termination at any time. Positions filled by Commissioned Corps officers will be Full-Time Permanent positions.
2. **IMMUNIZATION REQUIREMENT-** In accordance with the IHS Employee Immunization policy, selectee will be required to be immunized against measles and rubella by providing documentation/proof of immunity to measles and rubella prior to entrance on duty. Exceptions are persons born before 1957 who are not required to take the measles vaccine or provide proof of immunity. Special consideration may be allowed to individuals who are allergic to a component of vaccine or have a history of severe reaction to a vaccine or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position which requires regular work at a Service Unit.
3. Before hiring, the IHS will ask you to complete a “OF-306, Declaration for Federal Employment” (OF-306 Revised January 2001) to determine your suitability for Federal employment, to authorize a background investigation and to certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed. This form must be submitted within 10 workdays of your tentative job offer. You may submit the completed OF-306 with your application.
4. In accordance with the Child Care Services Act, applicants must complete the attached addendum and submit it to the Human Resources Office with their application.
5. Subject to rotating shifts, call-back, holiday and weekend work. Overtime may be required during peak periods of work.
6. Be able to distinguish between colors.
7. This position requires that the selected individual obtain and maintain medical staff clinical privileges. If privileges are not obtained or maintained during employment, the employee may be subject to an adverse action, up to and including removal from the Federal Service.
8. Candidates must possess and maintain a valid current license in a State. This policy applies only to individuals filling positions in the 660 Pharmacist series. Individuals graduating from approved schools of pharmacy within the last 12 months may be appointed pending licensure/registration. Such appointments may not exceed six months without the employee obtaining licensure/registration.

**FACILITIES:** The four Oklahoma City Area Hospitals located in Clinton, Claremore, Lawton, and Tahlequah, range from 14-60 beds. With the exception of the 14-bed Clinton Indian Hospital, full services are available at all the hospitals including general medicine and surgery, obstetrics and gynecology, pediatrics, and outpatient service. Health centers located throughout the Area provide ambulatory care service. Public Health Nursing programs are located within each of the hospitals and health centers.

### **APPLICATION PROCEDURES**

**SUBMIT APPLICATION TO THE FOLLOWING ADDRESS:** Oklahoma City Area Indian Health Service, Division of Human Resources, Five Corporate Plaza, 3625 NW 56th Street, Oklahoma City, OK 73112. All applications become property of the Human Resources Office and will not be returned. Therefore, all original documents and the completed application forms should be duplicated before being submitted. **ELECTRONICALLY FILED APPLICATIONS WILL BE ACCEPTED.** We do not fax vacancy announcements. For further information or application forms contact the Area Division of Human Resources at 405-951-3718 or 951-3750. For program information contact **Dr. Bob Smith at 405-951-3735.** Forms may also be available at nearest IHS facility. Vacancy announcements may also be downloaded from the OPM Website - USAJOBS at <http://www.usajobs.opm.gov> or IHS Website at <http://www.ihs.gov>. The IHS Website has current vacancy locations listed.

**EMAIL APPLICATIONS:** Applications should be sent as email attachments to: [dentist@na.ihs.gov](mailto:dentist@na.ihs.gov). The Vacancy Announcement Number must be included in the subject line of the email. Required forms may be sent as email attachments, or sent as hard copy. Application materials provided by different means must be cross-referenced so they may be combined at the Human Resources Office. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.

### **APPLICATION FORMS LISTED BELOW MUST BE SUBMITTED AND INDIVIDUALLY IDENTIFIED BY ANNOUNCEMENT # OC 05-04**

1. **The Federal Government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment.** Applicants must submit one of the following: (1) OF-612 -Optional Application for Federal Employment, (2) SE-171 -Application for Federal Employment, (3) Resume or (4) any other written application format. For (3) and (4) see "ADDITIONAL INFORMATION REQUIRED FOR RESUMES AND

...." **section below.** On the SF-171, items 37-47 should not be completed. Position Descriptions will not be accepted.

2. Verification of Indian Preference: Applicants who wish to receive Indian Preference, must submit a copy of a properly completed and signed Bureau of Indian Affairs (BIA) certification form, 4432, "Verification of Indian Preference for Employment in BIA and IHS ONLY," that he/she is an Indian as defined by Part 7, Chapter 3, "Indian Preference," Indian Health Manual (03/14/2001). An ~~equivalent~~ form is acceptable only when issued by a Tribe authorized by P.L. 93-638 contract to perform the certification functions on behalf of the BIA. Current employees with acceptable proof (as identified above) on file in their Official Personnel Folder are still required to submit a copy of such proof with their applications. Current employees who were employed by IHS on February 16, 1978 and who received preference according to the rules and procedures in effect at the time preference was granted, and who have been continuously employed with IHS, must submit a copy of the proof they submitted at the time preference was granted. **All applicants must submit documentation satisfying one of the above requirements of the announcement before Indian Preference can be granted.**
3. Copy of latest Personnel Action (SF-50), if a current or former Federal Employee, and if requesting Reinstatement Eligibility, the SF-50 proof of Career or Career-Conditional Status must be submitted.
4. If claiming Veterans Preference, a copy of all DD-214 forms, one for each period of service, and, if claiming 10 point Veterans Preference, an SF-15 with all supporting documents.
5. Attached "Addendum to Declaration for Federal Employment (IHS) in Child Care and Indian Child Care Worker Positions" for civil service and commissioned corps applicants. This OMB Approved Form No. 0917-0028 is available at nearest IHS Facility.
6. A copy of your most recent performance appraisal (required for current Federal employees).
7. Narrative Statement, related to the Quality Ranking Knowledges, Skills, and Abilities (KSA's) as outlined in Evaluation Methods.
8. A copy of final college transcript(s) listing college courses and credits earned, is required in order to receive appropriate credit for education. When allowed by Qualification Standards, copies of training certificates (non-college) must be submitted for appropriate credit.
9. SELECTIVE FACTORS: Refer to "Qualifications Required" section of this announcement.
10. Required Work Location Availability Statement Form. (Attached)

#### **ADDITIONAL INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:**

Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. Applicants for positions in some occupational series must meet certification, licensure, or registration requirements, if required by law, in addition to meeting experience and/or educational requirements. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #6 (HIGH SCHOOL), #7 (COLLEGES AND UNIVERSITIES), #8 (WORK EXPERIENCE), AND #10 (JOB-RELATED TRAINING) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with Zip Code) and Day and Evening Phone Numbers (with Area Codes).
3. Social Security Number.
4. Country of Citizenship.
5. Highest Federal civilian grade held (give Job Series and Dates held).
6. High School - Name, City, State (Zip Code if known), and date of Diploma or GED.
7. College and University Credit/Degrees - Name, City, State (Zip Code if known), Majors, Type and Year of any Degrees received (if no Degree show Total Semester or Quarter Hours earned).
8. Work Experience (paid and non-paid) - Job Title (include series and grade if Federal job), Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month, day, and year), Hours Per Week, and Salary.
9. Indicate if we may contact your current Supervisor.
10. Job-related Training Courses, Skills, Honors, Awards, Special Accomplishments.

**NOTE: PERSONS WHO SUBMIT INCOMPLETE APPLICATIONS WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE FULL CREDIT FOR THEIR VETERAN PREFERENCE, INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE.** All application forms are subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for Federal employment.

#### **QUALIFICATION REQUIREMENTS**

Excepted Service Indian Preference applicants, both those who apply under the Excepted Service Examining Plan (ESEP) and those who are currently on permanent appointment in Indian Health Service, will be rated in accordance with the Indian Health Service Excepted Service Qualification Standards (if established). Normally, Competitive Service Indian Preference applicants will be rated in accordance with the Office of Personnel Management (OPM) Qualification Standards Handbook, however, these applicants who wish to be considered under the ESEP will be rated separately under the IHS Excepted Service Qualification Standards, or under both standards, if requested. All Non-Indian Preference applicants will be considered under OPM Qualification Standards. The two Qualification Standards are essentially the same, however, any Time-In-Grade requirements will not apply to ESEP applicants. Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements.

#### **QUALIFICATIONS REQUIRED:**

**Basic Requirements:**

**Education:** Degree in dental surgery (D.D.S.) or dental medicine (D.M.D.) from a school approved by the Council on Dental Education, American Dental Association (ADA); or other dental school, provided the education and knowledge acquired was substantially equivalent to that of graduates from an ADA-approved school.

**Licensure:** Applicants must be currently licensed to practice dentistry in a State, the District of Columbia, or Puerto Rico.\*

Applicants who meet the basic requirements qualify for GS-11.

**Additional Requirements for Grades GS-12 and Above:**

**GS-12:** Two years of professional dentistry experience and/or training; or superior academic ability defined as that demonstrated by an intern, who on the basis of an evaluation of all interns who have completed training in the same hospital or in the same kind of internship program over the past 5 years, would fall into the upper half of the group.

**GS-13:** Three years of professional dentistry experience and/or training equivalent to at least that of a Board eligible.

For purposes of this standard, the following terms are defined.

- Approved internship; approved residency-Training in a hospital dental internship or residency approved by the Council on Dental Education of the American Dental Association.
- Graduate-level study-Either dental graduate study leading to an advanced degree such as Master of Science, or postgraduate (nondegree) dental school study involving a level of instruction comparable to that provided in a graduated degree program.
- National certifying board-An examining board in a special area of dental practice recognized by the Council on Dental Education of the American Dental Association.
- Board eligibility-Qualification for examination by a national certifying board as a result of having met the advanced training program requirements for a dental specialty.

**Experience and/or Training must be one of the following types:**

- Post-licensure professional experience in the general practice of dentistry
- Approved internship training
- Approved residency training
- Graduate-level study in an accredited dental school
- Post-licensure professional experience in a specialized area of practice
- Other advanced study of training (outside a dental school or hospital) creditable towards satisfaction of training program requirements for Board eligibility.

For specialist positions, experience and/or training must clearly establish the applicant's status as a specialist. Agencies should review the applicant's experience to determine the types and difficulty of the cases dealt with, the level of knowledge and understanding of the specialization regularly required, the degree of diagnostic skills and treatment planning ability involved, and the pertinent graduate study acquired.

**MEDICAL REQUIREMENTS:** Applicants must be able to distinguish shades of color.

**SELECTIVE FACTOR:** In addition to the qualification requirements for the OPM and IHS Excepted Service Qualifications described above, to be rated basically qualified for this position, candidates must possess and maintain a valid current license in a State.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** May be allowed in accordance with the Office of Personnel Management Qualification Standards Handbook or IHS Excepted Service Qualification Standards.

**TIME-IN-GRADE REQUIREMENTS:** MPP candidates must have completed at least one year of service at GS-9 for GS-11 and one year at GS-11 for GS-12, and one year at GS 12 for GS-13. Time-in-grade provisions do not apply under ESEP.

**EVALUATION METHODS:** When required by Personnel Regulations, an evaluation will also be made to the extent to which experience, education, training, self-development, outside activities, and/or awards demonstrate that basically qualified applicants possess the Ranking KSA's described below. This will determine the Highly qualified applicants among the Basically qualified eligibles. Measurement of possession of the KSA's will be accomplished through review of the Application forms, performance appraisals (MPP candidates only), the Narrative Statement related to the KSA's, employment interviews and reference check results.

**Ranking KSA's:**

1. Ability in both inpatient and outpatient settings to apply professional pharmacy principals and practices.
2. Ability to effectively communicate with patients through individual consultation on medications used for treatment or prevention of disease.
3. Ability to provide drug information in consultation with health provider and to provide appropriate levels of instruction in drug therapy to all practicing health professionals.
4. Ability to maintain inventory control.
5. Knowledge of management and administrative functions.

## **EMPLOYMENT ADVANTAGES**

1. Opportunities for professional growth and development while being part of a health team providing health service for the American Indian.
2. Opportunity to gain insight into the social-economic and emotional problems confronting the American Indian and a chance to help serve their needs.
3. Periodic salary increases and promotional opportunities.
4. Eligibility for Federal Life Insurance and Health Insurance Policies.
5. Annual leave and sick leave. Annual leave begins at the rate of 13 working days per year for the first 3 years, then 20 days per year after 3 years of service, then 26 days after 15 years. Sick leave is at the rate of 13 working days per year.
6. Ten paid federal holidays.
7. Retirement plan, retirement contribution refundable if you leave Government service before eligible to retire. Also, Social Security coverage is required.
8. Thrift Savings Plan (TSP) is optional and similar to a 401K plan. Highly recommended as a supplement to the retirement system.
9. On-going in-service education and training opportunities.
10. Uniform allowance paid each pay period.

## **APPLICATION INSTRUCTIONS FOR PHS COMMISSIONED CORPS CANDIDATES**

Selection for this position will be in accordance with the Indian Preference policies of the Indian Health Service and the Oklahoma Area. Applications from Commissioned Corps Officers who wish to receive Indian preference, will be evaluated by the Oklahoma City Area Indian Health Service, Human Resources Office using the same criteria as that stated in this announcement section for EXCEPTED SERVICE EXAMINING PLAN (ESEP) civil service applicants. For information on application procedures for the USPHS Commissioned Corps, please contact **Laura Goddard at 405/951-3742**.

### **APPLICANTS MUST SUBMIT THE FOLLOWING:**

1. Curriculum Vitae: which states Announcement Number, Title and Grade of the job for which you are applying; Full Name, Mailing Address, Day and Evening Phone Numbers; Social Security Number; Work Experience (paid and nonpaid) listing Positions held, Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month and year), Hours Per Week and Salary; and Job related Training Courses, Skills, Honors, Awards, Special Accomplishments.
2. Attached "Addendum to Declaration for Federal Employment (IHS) in Child Care and Indian Child Care Worker Positions" for civil service and commissioned corps applicants. This OMB Approved Form No. 0917-0028 is available at nearest IHS Facility
3. Current Licensure Requirements: Refer to Civil Service APPLICATION PROCEDURES of this vacancy announcement for specific documentation, if required for this position.
4. A copy of current Billet Description. (Active Duty officers only)
5. Verification of Indian Preference: Applicants who wish to receive Indian Preference must submit required documentation as outlined in Civil Service APPLICATION PROCEDURES of this vacancy announcement.

6. Copy of final college transcript(s), listing the college courses and credits earned, is required in order to receive appropriate credit for education.
7. Required Work Location Availability Statement Form. (Attached)

**NOTE: PERSONS WHO SUBMIT INCOMPLETE APPLICATIONS WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE POSSIBLE CREDIT FOR THEIR INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE.** All application forms are subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for Federal employment.

**SELECTION FOR THIS POSITION WILL BE IN ACCORDANCE WITH THE INDIAN PREFERENCE POLICIES OF THE INDIAN HEALTH SERVICE AND THE OKLAHOMA AREA. CANDIDATES, IF CLAIMING INDIAN PREFERENCE, MUST FURNISH THE APPROPRIATE DOCUMENTATION AS EXPLAINED UNDER "APPLICATION PROCEDURES" OR WILL BE CONSIDERED AS A NON-INDIAN CANDIDATE ONLY.**

RECRUITMENT CASE FILE CONTACT:

CG/o:\stf\coa\05-04 Dental Officer

Cecil Gray  
Human Resources Specialist

**Addendum to Declaration for Federal Employment (OF 306)**  
**Indian Health Service**  
**Child Care & Indian Child Care Worker Positions**

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**Item 15a. Agency Specific Questions**

**Name:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_  
(Please print)

**Job Title in Announcement:** \_\_\_\_\_ **Announcement Number:** \_\_\_\_\_

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

- 1) Have you ever been arrested for or charged with a crime involving a child? YES\_\_\_\_\_ NO\_\_\_\_\_
- [If YES, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]*
- 2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children?
- YES\_\_\_\_\_ NO\_\_\_\_\_
- [If YES, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]*

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

\_\_\_\_\_  
**Applicant's Signature (sign in ink)**

\_\_\_\_\_  
**Date**

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3)), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852. **Please do not send completed data collection instruments to this address.**

**WORK LOCATION  
AVAILABILITY STATEMENT FORM**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ANNOUNCEMENT NUMBER: \_\_\_\_\_ OC 05-04 \_\_\_\_\_

CHECK ONLY THE LOCATION WHERE YOU WILL ACCEPT EMPLOYMENT:

HOSPITALS: IHS - OKLAHOMA AREA

CLAREMORE, OK \_\_\_\_\_

CLINTON, OK \_\_\_\_\_

TAHLEQUAH, OK \_\_\_\_\_

LAWTON, OK \_\_\_\_\_

HEALTH CENTERS: (OUTPATIENT FACILITIES)

ANADARKO, OK \_\_\_\_\_

EL RENO, OK \_\_\_\_\_

WEWOKA, OK \_\_\_\_\_

PAWNEE, OK \_\_\_\_\_

LAWRENCE, KS \_\_\_\_\_

CARNEGIE, OK \_\_\_\_\_

WATONGA, OK \_\_\_\_\_

PAWHUSKA, OK \_\_\_\_\_

HOLTON, KS \_\_\_\_\_

ARE YOU WILLING TO WORK: (RESPOND YES OR NO TO EACH OF THE FOLLOWING)

YES

NO

40 HOURS PER WEEK (full time)?

\_\_\_\_\_

\_\_\_\_\_

25 - 32 hours per week (part time)?

\_\_\_\_\_

\_\_\_\_\_

17 - 24 hours per week (part time)?

\_\_\_\_\_

\_\_\_\_\_

16 or fewer hours per week (part time)?

\_\_\_\_\_

\_\_\_\_\_

An intermittent job (on-call/seasonal)?

\_\_\_\_\_

\_\_\_\_\_

Weekends, shifts, or rotating shifts?

\_\_\_\_\_

\_\_\_\_\_

Please note in the Recruitment announcement under "CONDITIONS OF EMPLOYMENT" item #5.  
"Subject to rotating shifts, call-back, holiday and weekend work. Overtime may be required during peak periods of work."

ARE YOU WILLING TO TAKE A TEMPORARY JOB LASTING:

YES

NO

5 - 12 months (sometimes longer)

\_\_\_\_\_

\_\_\_\_\_

1 - 4 months

\_\_\_\_\_

\_\_\_\_\_

Less than 1 month

\_\_\_\_\_

\_\_\_\_\_